



## Department of Property & Procurement

Government of the United States Virgin Islands

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### MEMORANDUM: 002-2020

**To:** All Prospective Bidders/ Respondents/ Vendors

**From:** Anthony D. Thomas   
Commissioner

**Cc:** All Executive Branch Departments

**Date:** March 13, 2020

**Re:** Electronic Submission of Bids and Proposals – Effective Immediately

Please be advised that effective immediately, the Department of Property and Procurement will be accepting bids and proposals by email at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) in lieu of receiving bids and proposals through the mail.

All electronic submissions must include the Company's Name – Solicitation Number – Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 001 – T-2020(P) – March 16, 2020.

The First Page of each electronic submission must also include Company's Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: "CONFIDENTIAL BID SUBMISSION"

All electronic submissions must be received at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

Notwithstanding the foregoing, bidders and respondents may still submit bids and proposals by hand delivery to the locations specified in the respective advertisements.

This Memorandum is effective immediately and will remain in effect until further notice by the Department of Property and Procurement.

Please contact Lisa M. Alejandro, Chief Deputy Commissioner of Procurement, Central Stores, Warehousing and Vendor Maintenance at (340) 774-0828 ext. 230, with any questions.